**Employee Leave Request Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | {NAME} | | | | | | **ID #** | | {ID} | | |
| **Job Title** | {JOBTITLE} | | | | | | **Dept** | | {DEPT} | | |
| **Type of Leave** | | | | | | | | | | | |
| {LEAVETYPE} | | | | | | | | | | | |
| **Employee Remarks** (Attach Required Documents) | | | | | | | | | | | |
| {REMARKS} | | | | | | | | | | | |
| **Leave Details** | | | | | | | | | | | |
| Leave Applied From | | {LEAVEFROM} | | To | | {LEAVETO} | | | | # of days | {DAYS} |
| **Contact Details** | | | | | | | | | | | |
| Address while on leave | | {ADDRESS} | | | | | | | | | |
| Telephone (Local) | | {TELE} | | Email | | {EMAIL} | | | | | |
| **For HR use only** | | | | | | | | | | | |
| Leave Balance | | |  | | Remaining balance | | |  | | | |
|  | **Employee** | | | | **Head of Department** | | | | | **Human Resources** | |
| **Signature** |  | | | |  | | | | |  | |
| **Name** |  | | | |  | | | | |  | |
| **Date** | {DATE} | | | | {DATE} | | | | |  | |
| **HR Comments:** | | | | | | | | | | | |